

CELEBRATING



YEARS



The Aurora Education Foundation
Head of Development

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Background Information

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential.



For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians; starting with students in Year 8 with our high school program, all the way through to post-graduate studies at international universities with our scholarships program. Our programs are long-term, independently evaluated and outcome driven. We don't see ourselves as a 'quick fix' to these complex issues and the results show that our programs work – investing in potential to inspire excellence and transform lives.

Vision

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians will achieve equitable participation at the highest level – in the professions, in boardrooms and across government.

Purpose

To transform lives by investing in potential and inspiring excellence through education at the highest level.

Background Information (continued)

Values

Respect allows us to collaborate meaningfully and authentically, which leads us to be accountable for what we do, and in turn, enables us to make an impact.



Respect

- We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work.
- We treat each other and our stakeholders with dignity and respect at all times.
- We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.



Collaboration

- We welcome feedback and adapt our practices and approaches when needed.
- We understand that success can't be achieved in isolation.
- We participate equally and cooperatively in partnerships with community and stakeholders.
- We share information, knowledge and skills across the organisation.



Accountability

- We deliver what we commit to.
- We pursue excellence in everything we do.
- We take responsibility for our actions.
- We are responsive and transparent in the way we work.



Impact

- We aim to have a positive impact.
- We innovate to achieve results.
- We look to effect change in perceptions, outcomes and opportunities.
- We believe in empowering ourselves and others to realise our full potential.

Background Information (continued)

Programs

Aurora's programs provide Indigenous students with intensive, ongoing and tailored support through each stage of their educational journeys, from high school through to postgraduate studies. We currently operate in NSW and Western Australia and our Internship Program supports Host organisations nation-wide. Here's a snapshot what Aurora does:



Background Information (continued)

Working With Aurora

Five key reasons to join the team at Aurora are:



You'll make a difference

Be part of the positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



You'll learn

The team at Aurora are constantly striving for excellence, looking at the latest research and punching above its weight. This means everyone is always learning and growing.



Aurora stands out

Its programs have been described by independent evaluators as unique and its results incredible. Aurora has the courage to look at issues from alternative perspectives and tackle them differently.



Aurora is dynamic

The team works hard, and yet its work environment is relaxed, friendly and supportive. Everyone is there for the same reason and work together to achieve outcomes for stakeholders. The team enjoys its regular staff development meetings, celebrations of key events and its Wednesday updates.



The team lives its values

Aurora's work is guided by its values: **respect** allows the team to **collaborate** meaningfully and authentically which leads each person to be **accountable** for what they do which in turn enables Aurora to make an **impact**.

The Role

Job Title

Development Manager

Location

Sydney

Reports to

Chief Executive Officer

Direct Reports

Fundraising Coordinator
Marketing & Communications Coordinator
Research Assistant

Key Internal Relationships

Senior staff within the organisation, particularly those leading programs funded by the Aurora Education Foundation
Aurora Education Foundation Board members
Donors
Colleagues within the Development, education and charity sectors.

Purpose

The Development Manager is responsible for the development and execution of a broad range of fundraising initiatives to source and secure government and philanthropic income for the organisation. The role encompasses maintaining a strong operational framework to support the fundraising strategy, building and engaging with a community of supporters, donor recognition and hands-on, day-to-day fundraising activities.



Key Criteria for Success

After 12 months in post, the successful candidate will have:

- Achieved set fundraising targets.
- Ensured the effectiveness of the fundraising strategy.
- Effectively implemented robust stewardship initiatives.
- Established credible relationships with members of the AEF board and relevant subcommittees.
- Established themselves as a key member of the AEF team.



Key Responsibilities

Development Strategy

- Working closely with the Chief Executive Officer, develop strategies for a range of fundraising and engagement initiatives in alignment with AEF's strategic priorities.
- In conjunction with the Chief Executive Officer, design and implement strategic fundraising plans to increase and diversify AEF's revenue stream.
- Participate in the Fundraising Sub-Committee of the board.

Stakeholder Engagement and Stewardship

- Provide support in assisting the Chief Executive Officer and Board members with the identification of key champions, leaders and supporters to participate in fundraising, developing fundraising strategies to engage champions and leadership in the cultivation of top-level prospects.

- Build effective relationships with key internal and external stakeholders, donors, partners and prospects.
- Assist with stakeholder communications, write or coordinate stakeholder briefs for the CEO, attend events and conferences and undertake other engagement activities.
- Manage cultivation and recognition events in conjunction with relevant internal and external stakeholders.

Fundraising

- Research and identify new funding streams.
- Research, identify and cultivate potential donors either personally or utilising appropriate staff and members of the AEF and wider community.
- Develop individual plans to cultivate and solicit these prospects to make a major gift to the AEF.



Key Responsibilities (continued)

- Establish and implement effective stewardship processes to retain engagement with current donors with a view to building on their investment in AEF's programs in the future.
- Assist the Chief Executive Officer in building and maximising international fundraising opportunities, with specific focus on the UK and USA.
- Plan and oversee the implementation of fundraising appeals.
- Prepare a range of fundraising documents such as presentations and proposals (including sponsorship, gifts, volunteering, workplace giving, etc.) and written submissions to pitch for new funding.
- Work with relevant internal and external stakeholders to develop funding contracts.
- Develop and maintain effective systems and processes, including the CRM, to support robust development and engagement activities.
- Keep up to date with trends and market changes in advancement and philanthropic giving so that fundraising strategies and programs are kept innovative and effective.

Reporting

- Create, maintain and monitor the schedule of funding reports in accordance with contractual obligations.
- Work collaboratively with program managers and the finance team to coordinate the content of funding reports, ready for on-time submission.
- Coordinate the production of the annual report.
- Monitor, evaluate and report on the effectiveness of fundraising initiatives and development activities.
- Provide board reports as required.

Communications & Marketing

- Oversee AEF's communications function for all corporate communications activities to deliver high quality marketing collateral to promote AEF and its programs (including brochures, website and social media presence and activities).
- Assist with the continuing development of AEF's branding.

Child Safety

- Maintain confidentiality around data and information relating to the children and young people participating in our programs.
- If relevant to your role, provide a welcoming and safe environment for children and young people.
- If relevant to your role, provide adequate care and supervision of children and young people in your charge.
- Maintain positive and safe interactions with children and young people.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to the relevant manager.

Leadership & Management

- Participate collaboratively as a member of Aurora's leadership team to contribute to the achievement of the wider objectives of the organisation.
- In conjunction with the senior leadership team, implement internal communication mechanisms to ensure visibility of Aurora activities for all staff.
- Provide leadership and direction to Development team members, creating a supportive, positive and engaging work and team environment.
- Provide visible leadership on workplace health and safety and risk management matters.
- Undertake other duties within the scope of this role, as directed.

Person Specification

Experience and knowledge

- Relevant tertiary qualifications (such as business, marketing, communications or similar).
- A proven track record of a minimum of 8 years' in fundraising, with a strong technical understanding of contemporary income generation practices.
- Experience in identifying, cultivating and soliciting philanthropic gifts from a variety of sources.
- Experience, confidence and capability to engage at a senior level across the NFP/philanthropic sector, government and corporates
- Experience with CRMs to maximise moves management.

Skills and abilities

- An understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families, and a willingness to continue to develop this knowledge.
- An understanding of the skills required to communicate effectively with Indigenous people, stakeholders and organisations.



- Strong intellectual capacity with the ability to think and operate strategically.
- Outstanding written communication skills.
- Meticulous attention to detail.
- Strong organisational skills and the ability to work effectively in a time-pressured, fast-paced environment.
- Sound leadership skills with the ability to lead and direct a small team.
- Strong computer literacy with experience optimizing CRMs and comfortable with the use of social media for stakeholder engagement and fundraising activities.

Attributes

- A deep belief in and commitment to education and the ideals and mission of the AEF.
- An innovative, energetic and proactive approach to work.
- A collaborative team player.
- A high level of professionalism and diplomacy.
- Tact and discretion.
- Integrity, personal credibility and good judgement with the ability to remain calm under pressure.
- Flexible and creative in reaching funding objectives.
- Pro-active with an excellent work ethic.
- A willingness to be hands-on in developing and executing a variety of fundraising activities.
- Emotionally mature with a good sense of humour and the flexibility and sensitivity to work with diverse personalities and situations.

Other Requirements

- Ability to undertake interstate travel.
- Availability to attend some after-hours events.
- Valid Working With Children Check and clear national police check.

Aboriginal and/or Torres Strait Islander candidates are strongly encouraged to apply

Terms

To discuss salary parameters please call **Judith Marks**, Senior Consultant, Richmond Associates, Australia Office on **+61 2 8218 2185**.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.
5. Aurora is committed to child safety and has zero tolerance of child abuse. The organisation's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Judith Marks, Senior Consultant, Richmond Associates, Australia Office.

Richmond Associates interviews are scheduled to take place between the 24 and 27 September 2019. First round panel interviews with the Aurora Education Foundation are scheduled to take place on or around the 9 October 2019.

**CLOSING DATE FOR
APPLICATIONS IS MONDAY
23 SEPTEMBER 2019**

**Please send your application
to Deann Stevens, Business
Support Administrator, Richmond
Associates, Australia Office:**

By email: jmarks@richmond-associates.com

Tel: +61 2 8218 2185

Board of Directors

